

COUNCIL PROCEDURE MEMORANDA

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COUNCIL PROCEDURE MEMORANDUM NO. 1

SUBJECT: Communication between City Council, the City Manager, and staff.

1. As provided in Sections 3, 14 & 15 of the Charter of the City, the government of the City is vested in the Council and its administration in the City Manager.
2. When the public duties of Council necessitate contact with the administrative officers or employees of government, the following procedure will apply:
 - a. The normal channel will be to the City Manager who will respond to the member of Council with information, explanation, or action as appropriate. The City Manager may determine that action should be taken, if at all, after formal consideration and vote of Council.
 - b. Since it is important that Council members show interest in the various departments of government, visits are encouraged to city officers for observation, familiarization and getting acquainted overall with City employees. However, such visits will only be made after notification to the office of the City Manager and will conform with paragraph c below.
 - c. No requirements of any kind or requests for information will be levied directly upon the various employees of city government, except to Council appointees, by any member of Council, including through written or electronic means. . Requests , requirements or tasks desired by Council or Council member will be communicated directly to the City Manager and from the latter, as summarized and interpreted, to the appropriate office. It will be the City Manager's responsibility to assure that appropriate response is provided and that as to any matter of general application or interest, all members of Council are informed.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 2

SUBJECT: Boards and Commissions — Applications & Appointments

1. The Nominations Committee will review periodically the Community Leadership Resource Bank form for the purpose of adding areas of interest and deleting those no longer applicable.
2. Application forms will be available in the Clerk of Council's office to any resident that wishes to be considered for appointment to a City board, commission or committee. Applications will be filed with the Clerk of Council and maintained in her office.
3. When an appointment is forthcoming on a board, commission, or committee, the Clerk's office will post a description of responsibilities approximately 60 days prior to the date of appointment on the City's website to encourage the submission of additional applications.
4. The Nominations Committee will review all applications as part of its deliberations in the process of selection of appointees. A report from the Nominations Committee will be included as part of the agenda packet which is distributed on the Friday preceding the Council meeting.
5. When possible, appointments will be made approximately 30 days prior to the expiration of the term of current members to permit orientation of new appointees and continuity of responsibilities.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 3

SUBJECT: Agendas for City Council Meetings

Anyone wishing to appear before City Council at a regularly scheduled meeting shall contact the City Manager to determine whether or not the item shall be placed on the agenda. If the Clerk of Council is contacted for this purpose, the Clerk shall relay it to the City Manager. The Manager will review all requests before deciding which items will be placed on the agenda. Each person shall be informed of the opportunity to appear before Council during "Matters from the Public".

Council members can contact the City Manager with any items desired to be on the agenda, if necessary. There will be an agenda for each and every Council meeting, including work sessions, and no matters which are not on the agenda will be discussed unless deemed an emergency.

The agenda cut-off time will be at noon on the Friday two weeks preceding the Thursday City Council meeting, and the agendas and back-up materials will be delivered on Friday afternoon prior to the meeting.

Agenda materials shall be compiled and delivered to the Clerk of Council by 12 noon on the Friday preceding the scheduled Council meeting for duplication and distribution, by whatever means as determined by Council (i.e., paper copies, electronically, etc.)

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 4

SUBJECT: Speakers appearing before Council during Regular Meetings and Public Hearings.

It shall be the policy of the City Council to require all speakers from the floor to come forward and speak into the microphone and give their names and addresses. Each speaker will be limited to 5 minutes. This announcement shall be made at the beginning of each Council meeting, when necessary.

Also, in a public hearing, the following procedure will be followed:

1. An applicant's presentation shall be limited to 5 minutes.
2. All persons speaking for or against shall be limited to 5 minutes and allowed to speak only if the point has not previously been made.
3. There shall only be one rebuttal by the applicant, limited to 5 minutes.
4. After the public hearing is closed, no person in the audience may speak again on the item.

A majority vote of Council may waive any of the limits set for the speakers.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 5

SUBJECT: Grant applications.

The City Manager or designee shall review all applications on behalf of the City for state, federal, or private grants. The City Manager shall have the authority to approve and submit the grant application on behalf of the City without submitting the same for review and approval to City Council , except in the following cases:

- a. Grants that require City funds or property to be contributed as a matching or percentage share, or
- b. Grants that require a resolution, ordinance, or other authorization from City Council.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 6

SUBJECT: Abstention from Casting Vote

Section 2.10.120 of the Code of Staunton provides that every member of Council present shall vote upon all questions that a vote must be taken, unless excused by the Council (unless the member has an immediate personal or financial interest in the matter). Requests by a member to to abstain from voting or to announce the intention not to vote because of personal or other financial interest shall be made to the presiding officer of Council prior to the placing of the matter before Council for vote. Council need take no further action to allow the abstention in the case of a member's personal or other financial interest in the matter, consistent with the requirements of the Virginia State and Local Government Conflict of Interests Act, but Council shall consider the request for abstention for other reasons and may grant the request if a majority of the members present (excluding the member requesting) vote in favor of granting the request.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 7

SUBJECT: Adoption of Ordinances

It shall be the policy of the City Council that ordinances , subject to particular circumstances generally, shall be presented to Council for its consideration in the following manner:

1. The ordinance may be introduced at the Council meeting having such ordinance on the agenda. If the ordinance is so introduced it shall be placed on Council's next agenda (or a designated Council agenda at a subsequent meeting) for consideration for final adoption.
2. If a majority of the members of Council (four) support a motion to adopt an ordinance upon its introduction, , and such ordinance is not subject to other requirements before introduction and adoption as provided by the Code of Virginia, The Code of the City of Staunton, or the Charter of the City of Staunton, the ordinance may be so adopted without the necessity of consideration at a subsequent meeting.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 8

SUBJECT: Procedure for Refusal or Reduction of Council Pay Increases

1. No City Council member shall be required to accept a pay increase in whole or in part if opposed to its enactment, or is morally opposed to accepting compensation for services, or feel the performance as a Council member does not justify that amount of compensation, or for any other reason.
2. If the Council member concerned does not desire to accept such an increase in whole or in part, the member shall:
 - a. Immediately notify the City Manager of the decision to refuse the pay increase or such part of it as he/she desires; and
 - b. Request continuance of the present pay and, if applicable, the amount of the pay increase to acceptable;
 - c. Execute such waiver of increased compensation as may be required by law or deemed necessary by the City.
3. The waiver of pay increase or part thereof shall remain in effect from the time of its submission until it shall be revoked in writing by the Council member concerned. At such time, the revocation will be made available as public information.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 9

SUBJECT: Non-Budgeted Money Request

It shall be the policy of the City Council not to accept any request for money outside of the budget process, except those requests which could not reasonably be anticipated by the applicant during the budget process.

Requests for Staunton-based projects will be submitted to the Director of Finance in accordance with the City Manager's budget calendar each budget year. These requests will then be evaluated along with other requests during the budget review. Approved requests for sports, organizations, youth, etc. will only be paid after staff has been satisfied that the project has been or will be completed.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 10

SUBJECT: Travel by Council Members

It shall be the policy of the City Council to approve travel by members of the Council at City expense, prior to the conference, seminar, meetings (except VML appointed committee meetings) or other event.

The member of Council shall present the proposed travel to the majority of Council during a work session or Council meeting and receive approval of Council prior to making arrangements or incurring City expense.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 11

SUBJECT: Staff Liaison to Outside Agencies that receive Capital Improvement

Appropriations from the Staunton City Council

It shall be the formal policy of Staunton City Council to consider each appropriation of capital and/or operating funds (where appropriate) to an outside agency (i.e., one that does not report to the City Manager) to determine if periodic and regular reports on the progress of this capital and/or operating funding are required. Should such a periodic reporting be appropriate, the Council will direct the City Manager to appoint a staff liaison to the outside agency. Such a staff liaison will be responsible to monitor the activities relating to this capital and/or operating appropriation and report to City Council on a periodic and regular basis. Council will review each appropriation to determine how often it requires such a report. The City Manager will be directed to provide that report during a Council meeting or work session in accordance with Council's requirements.

The City Manager will be responsible for the assignment of a staff liaison, if so directed, within thirty days of the approval of capital funding and/or operating funding for use by an outside agency. Status reports regarding these capital improvements and funds will be prepared in accordance with Council's direction at the discretion of the City Manager. Should for any reason Council require an additional report, the City Manager will be so directed and said report will be provided to Council at the earliest possible convenience.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 12

SUBJECT: Spending Authority for the Mayor

1. It shall be the policy of City Council to authorize the Mayor to incur expenses up to \$250.00 per transaction on behalf of the City when in the Mayor's judgment the expense is in the City's best interest. Such expenses shall be incurred and contracted within the parameters of any applicable procurement laws and policies of the City. All such expenses will be charged to the operating budget of City Council.
2. Any expenses exceeding the \$250.00 limit established by Council shall require the approval of the majority of a quorum of Council prior to being incurred.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 13

SUBJECT: Requests for Funding Organizations

It shall be the policy of City Council to require each organization requesting funds from the City to furnish to the City Manager and City Council a financial statement and/or a budget prior to Council acting upon the request. The purpose of this policy is to afford Council a better understanding of the organizational needs prior to entertaining such requests.

REAFFIRMED: August 10, 2006

COUNCIL PROCEDURE MEMORANDUM NO. 14

SUBJECT: Naming of Public Facilities

It shall be the policy of City Council to receive and approve requests to name public facilities as hereafter specified:

1. The naming of a public facility shall be in honor of an individual, group, business or organization that has made an exceptional contribution to the City of Staunton, the Commonwealth of Virginia or the Nation. This would include:
 - A. Individuals, groups, businesses or organizations that have made a major donation of land or funds for the facility equal to at least 50% of the total cost of the project.
 - B. Individuals, still living, who have, through dedicated and unpaid service, made a significant contribution to the quality of life of Staunton residents.
 - C. Individuals who have been deceased at least two years and who have made significant contributions to the quality of life of Staunton residents, or significant contribution to the Commonwealth of Virginia or the Nation.
2. A public facility shall include any building, park, place, street, trail, etc.
3. Generally, a facility shall be named in a manner that describes its function. (e.g. Landes Park, Booker T. Washington Community Center)
4. Any individual, group, business or organization may petition the City Council to name a public facility.
5. A petition made to the City Council to name a public facility shall include the following information:
 - A. The full name of the individual, group, business or organization making the nomination.
 - B. The full name of the individual, group, business or organization being nominated.
 - C. If the nomination is for a deceased individual, the date of birth and death.
 - D. The association, if appropriate, with the public facility or place to be named.